

# Reviewing your transcript in



## Provider's Quick Guide

### Introduction:

TRAINVirginia transcripts provide online access to your training history. Review your transcripts to ensure completeness and accuracy.

TRAINVirginia offers many avenues for strengthening your credentials through **professional training**. Select from a variety of delivery formats, including hands-on labs, informational lectures, feature clips, recorded classes, self-paced workbooks, and more.

### Transcripts for professional and organizational development

For EMS professionals, TRAINVirginia transcripts provide tools that develop credentials and advance careers:

- **Track** your professional development
- **Set goals** for keeping current on the latest technology and most productive practices
- **Communicate your increasing value** and contribution to your organization
- **Increase** the likelihood of advancing your career

### Learning Objectives:

Learn how to:

- ✓ log onto the **TRAIN**Virginia website
- ✓ locate your official transcript on **TRAIN**
- ✓ print or e-mail your transcript

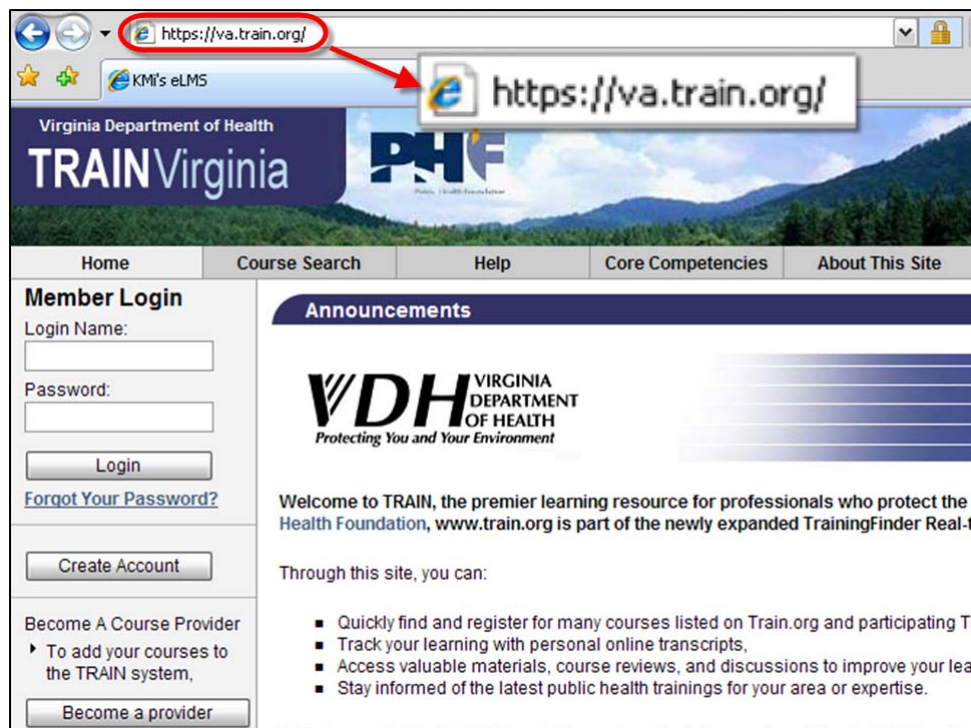


Browser Requirements	Operating Systems Supported
<b>WINDOWS WINDOWS</b>	
▪ Internet Explorer 5.5 +	▪ W indows Vista
▪ Netscape 7.1 +	▪ W indows XP
	▪ W indows 2000
<b>MACINTOSH MACINTOSH</b>	
▪ Mozilla FireFox 1.3 +	▪ OS X 10.2 or greater

## Step 1

### Locating your transcript on TRAINVirginia

1. Open your web browser and type the following URL into the address bar:
  - a. <https://va.train.org/>
2. Press **ENTER** to load the **TRAINVirginia** home page.
3. Enter your "Login Name" and "Password" and press **ENTER** to login.



4. Look on the left-hand side of the screen, look for the button under My Learning Record labeled "Transcript" and click on this button.



5. You are now on the "Transcript" page where you can look at the courses you have taken, review your quiz scores, and see the dates on which you registered and completed courses.
6. This transcript can be printed and provided to your agency's personnel manager as verification of your training.

Virginia Department of Health  
**TRAINVirginia**  
PHF  
Public Health Foundation

Welcome Office of Emergency Medical Services! | Tuesday, October 16, 2007

Home Course Search Discussion Boards Resources Help Core Competencies About This Site Administration

**Transcript**

Click on course title to view course details

Email Transcript Export

Course	Reviews	Registered	Completed	Format	Pre-Assessment Score	Final Score	Credit	Verified	Withdrawn
VAOEMS: EMSAT Dec. 2006 "Lifting for Life"	<a href="#">Reviews</a>	8/21/2007	10/16/2007	Web-based Training - Self-study	N/A	90.00%	CEU/CE: 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ - Remove course from Transcript  
☐ - Edit Score (You may not edit a score for a course that has been verified, a course that you have withdrawn from, or a course for which the status is updated automatically)

**Non-TRAIN Courses**

There are no non-TRAIN courses for this user

[Back](#)

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**70% or higher passing grade required for CEU credit**

7. In the upper left-hand corner of the page, there are two buttons that allow you to:
  - a. E-mail your transcript to the person/address of your choice
  - b. Create a PDF of your transcript which can be printed and/or saved.

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Add TrainingFinder Course

[Email Transcript](#) [Export](#)

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